

## **Freedom of Information Act Summary – C.O.O.R. Intermediate School District**

### **Series 3000: Operations, Finance, and Property**

#### **3500 FOIA Requests and Record Retention - 3501 Freedom of Information Act**

The District is a “public body,” as defined in Section 2 of the Michigan Freedom of Information Act (FOIA). It is the District’s policy to comply with FOIA.

The Superintendent is the District’s FOIA Coordinator but may designate another person to accept, process, approve, and deny FOIA requests. The Superintendent will establish written procedures and guidelines, a written public summary of the procedures and guidelines, and a detailed itemization of fees form in compliance with FOIA. The procedures and guidelines will provide for fee appeals to the Board.

**Legal authority: MCL 15.231 et seq.**

**Adopted: August 14, 2024**

### **C.O.O.R. ISD FOIA Procedure Summary**

#### **FOIA Requests**

C.O.O.R. ISD is committed to complying with requests for public records in accordance with the provisions of the Michigan Freedom of Information Act (FOIA). All requests will be processed according to the requirements of FOIA and C.O.O.R. ISD policies and procedures.

[Michigan Compiled Laws - Freedom of Information Act, MCL 15.231 et. seq.](#)

FOIA requests should be made in writing and addressed to:

FOIA Coordinator  
C.O.O.R. ISD  
11051 N. Cut Road  
Roscommon, MI 48653  
FOIAcoordinator@coorisd.net

Requests should be as specific as possible, so that C.O.O.R. ISD can identify and search for the requested document(s). The written FOIA request should be dated and signed by the requester, and include a return address. It is also helpful to provide a phone number and/or email address, so that, if necessary, the FOIA Coordinator can contact the requester to clarify a request.

## **FOIA Responses**

In accordance with Michigan law, the requester will receive a response within five business days which will do one of the following:

- Grant the request and either provide the requested documents (and request payment in full or waive payment of the fee), or - if the request will cost COOR ISD more than \$50 - notify the requester of the estimated fee for providing the documents and require a deposit be paid before processing the request;
- Notify the requester of a 10 business day extension to respond to the request, the reason for the extension and the date C.O.O.R. ISD will respond to the request;
- Deny the request, if the document is exempt from disclosure under FOIA or the document does not exist;
- Grant the request in part and issue a written notice to the requesting person denying the request in part, if the some of the documents are exempt from disclosure under FOIA or the documents do not exist.

C.O.O.R. ISD may charge a fee for the actual costs of copying and mailing the documents, including the labor costs associated with copying and mailing. Currently, that fee is 10 cents per page. In addition, C.O.O.R. ISD may charge the labor cost for searching, examining, reviewing, or redacting exempt information from the documents when the FOIA request seeks several records, requires a search of numerous records or a search of records stored in different locations or mediums, or requires review and redaction of exempt material. This fee is calculated based on the hourly rate (including benefits) of the lowest paid staff member capable of performing the search or review. C.O.O.R. ISD will waive fees for requests made in the public's interest, including requests from government officials and the media unless these requests become unreasonable, excessive or overly burdensome.

## **FOIA Appeals**

Denial of a request by C.O.O.R. ISD FOIA Coordinator may be appealed to the COOR ISD Board of Education by forwarding the request with a written notice of appeal to:

C.O.O.R. ISD Board of Education  
Attention: FOIA Appeal  
11051 N. Cut Road  
Roscommon, MI 48653